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**NOTICE TO PROPOSERS  
ADDENDUM 2**

**REQUEST FOR PROPOSALS (RFP) NUMBER 00000527,  
ALEXANDRIA WATERFRONT: FLOOD MITIGATION IMPLEMENTATION**

**CLOSING DATE AND TIME: AUGUST 18, 2015, 4 P.M., PREVAILING LOCAL TIME**

This Addendum II consists of this one (1) acknowledgement cover page and three (3) pages of questions and answers. This Addendum provides the City's official response to all questions received from interested parties prior to the deadline for submitting questions to the RFP. The closing date and time remains unchanged.

This Addendum cover page must be signed and returned with your Proposal before the closing date and time shown above. Failure to fully execute all RFP documents may be cause for rejection of your Proposal.

**THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO ACCEPT THE PROPOSAL WHICH IS DETERMINED TO BE THE MOST ADVANTAGEOUS TO THE CITY.**

**EXCEPT AS MODIFIED HEREIN, ALL OTHER TERMS AND CONDITIONS OF REQUEST FOR PROPOSALS NO. 00000527 REMAIN IN FULL FORCE AND EFFECT.**

Michael F. Hauer, CPPO, CPPB  
Acting Purchasing Agent

July 31, 2015

Date

**ACKNOWLEDGMENT OF RECEIPT**

NAME OF PROPOSER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

Date

NAME AND TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## ANSWERS TO QUESTIONS

1. **Question:** I attended the pre-proposal meeting at City Hall. I believe there was a contradiction in what was said about the role Olin would play on the project as opposed to what the RFP states. In the RFP, on page 11 under Coordination, it states the Olin..."will remain engaged under a separate contract to ensure implementation is consistent with the concept plan. Olin may provide design or design guidance on elements to be incorporated into the flood mitigation construction documents."

**Answer:** The Commonwealth of Virginia and the City's procurement regulations prohibits any person who, for compensation, prepares a request for proposal on behalf of the City from submitting a proposal for that procurement or any portion thereof. Olin's role, under its separate contract for landscape architectural design services for the Waterfront Small Area Plan does not violate that regulation and is eligible to submit a proposal for award consideration of this RFP.

2. **Question:** When will a copy of the sign-in sheet for the Alexandria Waterfront Mitigation project be available? Is it available online or will it be emailed to all attendees?

**Answer:** A copy of the sign-in sheet from the pre-proposal conference for the project was released with Addendum 1 to the RFP. The addendum and its attachments are available at the City's procurement system website, eProcure, in the "Open Bids" section.

3. **Question:** In Required Submittal A – Offer and Reward Form, the form calls for the Proposer's "Alexandria Business License No.". For the purpose of the RFP, is it sufficient to hold a Virginia State Engineering license and have the City of Alexandria Business License still in the application process?

**Answer:** A successful Proposer, with a physical address in the City, shall have a City business license prior to executing any Work under a contract resulting from this RFP.

4. **Question:** Pages 55 (Item 12) and 58 (item 14) note that insurers should have a "policyholders' rating of "A-" or better, and a financial size of "Class VIII" or better in the latest edition of Best's Insurance Reports." Does this apply to sub consultants as well? If yes, would the City grant approval for a sub-consultant which meets these requirements for commercial liability, but for professional liability their insurer has an A VI rating and is reinsured by two companies which have ratings of A+ XV and A XV?

**Answer:** The referenced ratings only apply to the prime Consultant. The City does not collect insurance certificates from the sub consultants.

5. **Question:** Are sub consultants required to fill out Required Submittal E and Required Submittal F, or are those only for the prime firm?

**Answer:** The Required Submittal forms of Part IV of the RFP, including Required Submittal Forms E and F, shall only be completed and submitted by the Proposer (Prime).

6. **Question:** Please confirm that the Professional Liability/E&O insurance requirement is \$10 Million.

**Answer:** Thank you for pointing out our error, the requirement for Professional Liability insurance is \$1,000,000.

7. **Question:** I was wondering if Required Submittals A through H need to be included from our team's sub consultants and not just the prime consultant for RFP #00000527, Alexandria Waterfront: Flood Mitigation Implementation.

**Answer:** Please reference response to Question 5.

8. **Question:** Addendum I states that the cover page must be signed and returned with our proposal. Please advise where in the proposal you want the Addendum included. Should we add Tab XV Addenda to the list of required Tabs?

**Answer:** The Proposer may include the addenda cover page in Tab XV.

9. **Question:** We typically find that having a page limit on sections of a proposal can be beneficial to both the Owner's evaluation team and the proposer, as it results in responses that have enhanced brevity and clarity. Will the City consider a page count limitation for the overall size of Tabs III, IV and V?

**Answer:** The City hopes that a Proposer is detailed but concise in its response to the RFP. However, no page limits have been established.

10. **Question:** The RFP identifies planning for phased construction for a period between 2016 and 2025; however, the RFP is silent on the need for construction staff or construction services, e.g. Construction Management, Engineering Support during Construction, etc. Will these services be handled in this contract?

**Answer:** The City expects the awarded team will provide construction phase services to support their designs through the construction period. Construction Management will be done by a third party, under separate procurement

11. **Question:** We understand that there may be some reports or assessments of the waterfront's vulnerability to climate change impacts. If these reports aren't already public, will they be made available to the proposers?

**Answer:** The City conducted a "Potomac River Flood Mitigation Study," completed in 2010, which analyzed the causes of flooding and potential solutions. This study is

available on the City's website ([www.alexandriava.gov/3530](http://www.alexandriava.gov/3530)). No studies or reports have been completed assessing climate change and impacts to the Waterfront.

12. **Question:** Did the initial designs take into account the findings from any of these reports?

**Answer:** No studies or reports have been completed assessing climate change and impacts to the Waterfront.

13. **Question:** Given some recent revelations regarding potential climate change risk for the area, is there an expectation to develop an updated analysis of the flood impacts to the core area as part of the Flood mitigation analysis?

**Answer:** No, that is not an expectation.

14. **Question:** Section 1.6.3.2 on page 15 of the RFP, regarding the Master Utility Plan, requires that the consultant address all public and private utilities needed to facilitate the proposed uses. It should also include sizes, grades, depth, details, etc. However, if relocation of existing utilities is required to provide necessary services to the area, to what level is the relocation design included in the master utility plan? Does the scope of services for this project include final design/construction document preparation for utility relocations?

**Answer:** The master plans should address relocation or replacement of existing utilities. Final design and construction documentation will be necessary for some utility relocations or replacements.

15. **Question:** Has the City had any discussions with National Park Service regarding the National Environmental Policy Act (NEPA) requirements associated with construction of the flood mitigation project?

**Answer:** The City maintains ongoing communications with the NPS related to the Waterfront Plan Implementation, but has not documented any specific discussions regarding the NEPA requirements.

16. **Question:** Item 3 on page 32 of the RFP requests copies of certifications or other professional credentials. Can further clarification on this item be provided? For example, are copies of professional engineering, planning, and landscape architecture licenses to be provided for all individuals whose resumes are included in the proposal?

**Answer:** Proposers shall provide proof of relevant certifications or professional credentials for key personnel, to support the evaluation of the qualifications of those key personnel.

17. **Question:** Since Olin Studio is providing consulting services on this phase of the project, are they excluded from being part of consulting teams for this RFP?

**Answer:** Please reference response to Question 1.